

Information Technology Resource Management Council (ITRMC)
Access Idaho Steering Committee

Meeting Minutes
(Approved by Committee March 20, 2003)

January 23, 2003

The Access Idaho Steering Committee monthly meeting was held on Thursday, January 23, 2003, from 1:35 to 1:55 p.m., in the Basement Conference Room of the LBJ Building, Boise, Idaho.

CALL TO ORDER, WELCOME

Chairman **Bill Farnsworth**, who welcomed members and others in attendance, called the meeting to order.

ATTENDANCE

Members Present:

Bill Farnsworth, ITRMC Staff
John McAllister, Department of Labor
Rob Spofford, Department of Water Resources
*Jeff Walker, Access Idaho

Absent Members:

Chuck Goodenough, Secretary of State's Office
Mark Little, Division of Purchasing
Susan Simmons, Idaho Transportation Dept.

*Designate

Others Present:

Emily Gales, ITRMC Staff

REPORT FROM ACCESS IDAHO

Chairman Farnsworth advised Scott Somerhalder, former General Manager for Access Idaho, was in the process of finalizing a Web portal contract with the State of Kentucky. **Jeff Walker** would be making the transition from Director of Marketing to General Manager; a new Marketing Director would be hired.

Walker reviewed the Access Idaho **General Manager's (GM) Report**. (Refer to handout: <http://www2.state.id.us/itrmc/committees/accessidaho/dec02gmreport.pdf>.)

Walker then discussed **project prioritization for 2003**. He also mentioned that the Office of the Secretary of State would be launching amendments to its Uniform Commercial Code (UCC) filings on January 25; Access Idaho's builder services would be incorporated into the amendment filings.

REVIEW OF SERVICE LEVEL AGREEMENTS

Division of Professional-Technical Education Service Level Agreement (SLA)

Per Chairman Farnsworth, this SLA was for the building of Web site templates and involved no money. The Department of Administration deputy attorney general had approved the Agreement.

MOTION: Spofford moved and McAllister seconded a motion to approve the Division of Professional-Technical Education SLA, and the motion passed unanimously.

Board of Nursing SLA

This agreement was for occupational licensing, and used the same fee structure as other applications built by Access Idaho for the Bureau of Occupational Licenses.

Committee member John McAllister pointed out a **typo** on page 10 under item 6, 'Delivery of Services': "Milestone Cosmetology License." This heading would be changed to read: "Milestone Nursing License."

MOTION: Spofford moved and McAllister seconded a motion to approve the Board of Nursing Service Level Agreement, with corrected language on page ten under item six, 'Delivery of Services,' and the motion passed unanimously.

NEW BUSINESS / ADJOURNMENT

As there was no new business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 1:55 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, February 20, 2003, from 1:30 - 3:00 p.m. in the East Conference Room, JRW Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant